Government Information (Public Access) Act 2009
ACCESS APPLICATION FORM

This form can only be used to apply for access to government information held by the NSW Department of Premier and Cabinet (DPC) under the Government Information (Public Access) Act 2009 (NSW). Before completing this form, you should read the Department’s publication guide on our website; http://www.dpc.nsw.gov.au/about/accessing_dpc_information/dpc_publications_guide and also check whether the information you are seeking is already publicly available.

If you have any questions about accessing government information, you can also contact the Information and Privacy Commission NSW by email (ipcinfo@ipc.nsw.gov.au) or by telephone (1800 472 679).

1. Your details

Title: Mr / Mrs / Ms / Other: ……………
Surname:……………………………………… Given names: ………………………………………
Organisation: ……………………………………………………………………………………………………… (optional)
Postal address: …………………………………………………………………………………………………………………
.............................................................................................................................................................................. Postcode: …………..
Email: ……………………………………………………

Note: Your application will not be valid unless it includes an Australian postal address or email address

Day-time telephone: ………………………………………… (optional)

2. Have you applied to another agency for substantially similar information?

Yes / No (circle one)
Name of agency/agencies ………………………………………………………………………………………………………

3. Proof of identity (applications for personal information only)

When seeking access to personal information, an applicant must provide proof of identity in the form of a certified copy of any one of the following documents:

☐ Australian driver’s licence with photograph, signature and current address
☐ Current Australian passport
Other proof of signature and current address details

4. Application Fee

Note: Your application is not valid unless it is accompanied by a $30 application fee made payable to DPC.

Payment of the $30 application fee is enclosed by:

- cash / cheque / money order (circle one)

Please do NOT send cash by post.

5. DPC information to which access is sought

Are you seeking personal information? Yes / No (circle one)

Please describe below the information you would like to access in enough detail to allow us to identify it.

Note: Your request does not have to be in any particular form. For example:

- You could ask a question (e.g. how much money has the Department paid to X for services provided in relation to Y?)
- You could ask for particular documents (e.g. any report received by the Department from X concerning Y in the last 12 months)

However, your application is not valid unless you provide enough details to enable the Department to identify the information you are seeking. You can only apply for access to information that is contained in records that are currently held by the Department. The Department cannot be required to create a new document in order to respond to your application but may, if it is more administratively convenient, decide to do so (e.g. to create a summary document rather than to copy all of the source documents).

To minimise processing time and cost to you, you may wish to limit the scope of your application, by clarifying that you are only seeking information contained in certain records held by the Department, such as:
By date: .................................................................................................................................
(e.g. only records created after X date)

By type: ........................................................................................................................................
(e.g. only external correspondence sent or received by the Department, and not any internal
working papers of the Department)

By location: ....................................................................................................................................
(e.g. only records held by a particular Branch of the Department)

Other: ..............................................................................................................................................

5 Form of access

How would you prefer to receive the information, if it is released to you?

☐ Email ☐ Postal address

☐ Access in another way (please specify) ...........................................................................................

6. Disclosure log

If information is released to you in response to this application, and the Department decides
that the information would also be of interest to other members of the public, the information
may be publicly released in the Department’s ‘disclosure log’.

Do you object to this? Yes / No (circle one). If yes, please provide reasons:

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Note: You can only object if the information is your personal information, concerns your business, commercial, professional or
financial interests, or concerns research or the compilation or analysis of statistics that has been, is being or will be carried out
by you or on your behalf. Even if you do object, the Department may still release the information if considered to be in the
public interest.

7. Discount in processing charges

Processing charges at the rate of $30 / hour may apply. Some applicants may be entitled to
a 50% reduction in their processing charges. If you wish to apply for a discount, please
indicate the reason:

☐ Financial hardship – please attach supporting documentation (e.g. a pension or
Centrelink card).

☐ Special benefit to the public – please specify reasons why you consider this discount
should apply:

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Applicant’s signature: ..................................................................................................................

Date: ..................................................................................................................................................

Note: Certain time periods apply to the processing of access applications. These time periods begin running from the date on which a
valid application is actually received by the Department.
Please send this completed form to:

Information Access Unit
Legal Branch
Department of Premier and Cabinet
GPO Box 5341
SYDNEY NSW 2001